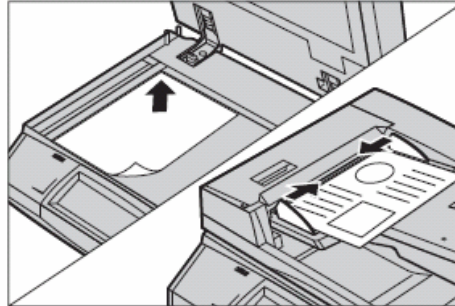


# Scan Documents to Send Them as E-mail Attachments

## Xerox WorkCentre 7132 Copier/Printer (FSU e-mail address only)

### Load documents

1. Load documents face up with the top edge entering the document feeder first, or face down on the document glass.

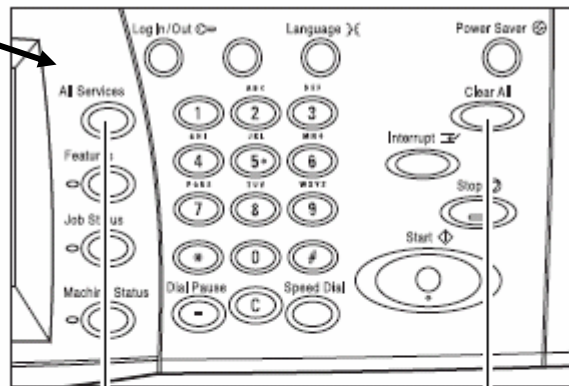


**NOTE:** When using the document glass, make sure that the touch screen is ready before you place the document on the document glass. If you place the document on the document glass before the touch screen is ready, the paper size may not be detected correctly.

### Select the Features

Each scan type has its own screen.

1. Press the **All Services** button on the control panel.
2. Select **E-mail** on the touch screen.



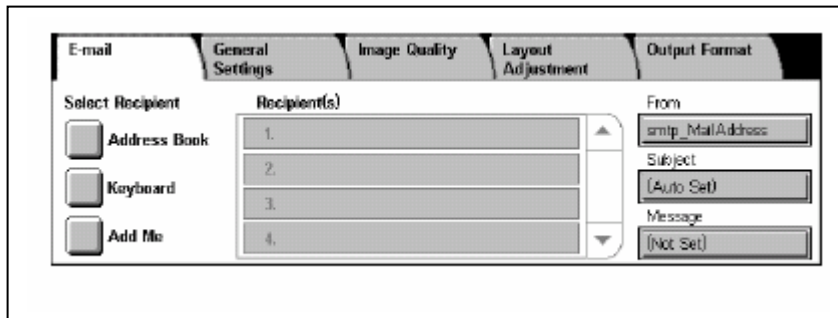
<All Services> button

<Clear All> button



## Enter an address using the screen keyboard.

You can specify destination addresses by using the screen keyboard to enter the address or addresses. Please note that you can send your attachment to FSU e-mail addresses only.



**From:** Displays the sender's E-mail address.

**Subject:** Displays the keyboard screen where you can enter the subject of the message. The subject is automatically assigned if you do not select this option.

**Message:** Displays the keyboard screen where you can enter the main body text of the message.

**Remove/Edit/Cancel:** Allows you to remove or edit a recipient's entry. Select a destination in the list of recipients to display a pop-up menu.

This feature allows you to enter an address using the screen keyboard.

1. Select [Keyboard] on the [E-mail] screen.
2. Enter an address.
3. Select [Close].



For more information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax* chapter on page 92.

**To:/CC:/BCC:** Switches the recipient type between To, Cc, and Bcc. Select the pop-down menu on the left-hand side of the address text field to select the recipient type.

**Standard Characters:** Displays the number and letter keys on the screen.

**More Characters:** Displays the symbol keys on the screen.

**Next Recipient:** Allows you to enter another address into the next address entry field. After selecting this button, select **[To/CC/BCC]** to switch the recipient type for each address as necessary.

## Adjust other settings

You may want to change the following settings depending on your purpose.  
Following sections allow you to change the settings below:

### **General Settings**

- Scanning Color -- Auto Detect / Color / Grayscale / Black
- Original type -- Photo & Text / Text / Photo
- File Format -- TIFF/JPEG Auto Select / Multi-page TIFF / TIFF / JPEG / PDF

### **Layout Adjustment**

- Scan Resolution -- 200 / 300 / 400 / 600 dpi

## Press the <Start> button to scan the documents

